



CITY OF ROCKVILLE
Purchasing Division
111 Maryland Avenue
Rockville, Maryland 20850-2364
Phone 240-314-8430 Fax 240-314-8439

ADDENDUM 1

DATE: February 06, 2013

REFERENCE: City of Rockville
Request for Proposal:

RFP 22-13
Executive Search Services

Scheduled Submittal Deadline: Thursday 14, 2013 at 2:00 P.M. (Eastern)

Please note the following additions, revisions, clarifications, corrections and/or deletions have been made to the above referenced Request for Proposal (RFP):

NONE

Additionally, we have received the following questions/comments concerning this Request for Proposal. Responses to these questions are also provided, where additions, revisions, clarifications, corrections and/or deletions found within the City's response are incorporated into this Addendum:

- 1) We have experience placing HR executives in both the government and commercial sectors. We have placed Director levels but not in a municipality. Would our response be considered?

RESPONSE:

Yes, however, the City reserves the right to consider the preference for a strong record in recruiting for municipal government when assigning points to the following Evaluation Criteria:

Criteria	Possible Points
Experience and qualifications of the Firm	20
Prior experience in working with local governments of similar size and complexity in the recruitment of department head level positions	20
Qualifications and experience of the personnel to be assigned to the City's executive search	20
Client References	10

- 2) What is the salary for this opening?

RESPONSE:

The City is of the opinion that the salary for this position is not a relative factor, and has elected not to provide it to potential proposers.

- 3) Do you have an electronic version of this RFP?

RESPONSE:

An electronic version of the Request for Proposal (RFP) may be downloaded from the web page provided below:

<http://www.rockvillemd.gov/business/bids.htm#bids>

- 4) Our rate is usually a lump sum fee including an all expense. Is a an hourly rate required?

RESPONSE:

Refer to the second paragraph of Exhibit A; Page 9.

- 5) We are considering responding to the RFP for Executive Search Services for Director, Human Resources. We have conducted a number of senior level searches for municipalities. We were unclear however, about the state of Maryland requirement. Are we to register with the State Department of Assessments now or only if we win the bid.

RESPONSE:

The successful proposer must be registered with the Maryland Department of Assessments and Taxation in order to enter into a contract with the City. In the event that the City makes an award to a successful proposer who is not registered, and the successful proposer cannot obtain the registration within a time frame deemed acceptable by the City, the City reserves the right to cancel the award and re-award to the next highest scoring proposer, or cancel the award and re-solicit the RFP.

Please sign below to acknowledge receipt of addendum and return with your bid.

Sincerely,

Jonathan Pierson, C.P.M.
Acting Purchasing Manager

Company Name

Authorized Signature

Date

JWP/jwp